Backup Policy

Myra EB Systems

Purpose

To protect the confidentiality, integrity, and availability of data, both for Myra EB Systems and Myra EB Systems's customers, complete backups are performed daily to assure that data remains available when it's needed and in the case of a disaster.

Policy

Myra EB Systems policy requires that:

- Data should be classified at the time of creation or acquisition according to the Data Classification Policy
- An up-to-date inventory and data flow map of all critical data are maintained.
- All business data should be stored or replicated into a company-controlled repository, including data on end-user computing systems.
- Data must be backed up according to its level defined in Data Classification Policy.
- Data retention period must be defined and comply with any and all applicable regulatory and contractual requirements. More specifically,
    - Data and records belonging to Myra EB Systems customers must be retained per Myra EB Systems product terms and conditions and/or specific contractual agreements.
    - By default, all security documentation and audit trails are kept for a minimum of seven years, unless otherwise specified by Myra EB Systems's Data Classification Policy, specific regulations, or contractual agreement.

Backup and Recovery

Customer Data

Myra EB Systems stores customer data in a secure production account in AWS using a combination of "S3", ElastiCache", "RDS" databases. By default, Amazon S3 provides durable infrastructure to store important data and is designed for durability of 99.999999999% of objects.

Myra EB Systems performs automatic backups of all customer and system data to protect against catastrophic loss due to unforeseen events that impact the entire system. An automated process will back up all data to a separate region.. By default, data will be backed up daily. The backups are encrypted in the same way as live production data. Backups are monitored and alerted by CloudWatch. Backup failures trigger an incident by alerting the Security Officer.

Source Code

Myra EB Systems stores its source code in git repositories hosted by GitHub. Source code repositories are backed up to Myra EB Systems's AWS account on a daily basis. In the event that Github suffers a catastrophic loss of data, source code will be restored from the backups in AWS.

Revision History

Version	Date	Editor	Description of Changes
1.1	05/24/22	Vijesh	Initial Creation